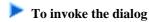# User Commands

The "User Commands" sheet in the "Customize..." dialog enables you to specify user-defined commands.

The following topics are covered below:

- Invoking the User Commands Dialog
- Defining a User Command
- Adding a User Command to an Existing Toolbar

Invoking the User Commands Dialog

▶ To invoke the dialog

1. From the **Tools** menu, select "Customize...".
2. Click on the "User Commands" tab.
   The "User Commands" dialog box appears.

Defining a User Command

You can define commands which contain a series of Natural commands. These user-defined commands can be added to any toolbar.

▶ To define a user command

1. In the "User Commands" dialog box, select the user command to be defined, for example:
   `User Command 1.`
2. In the "Natural Command(s)" field, enter the Natural command(s) that are to be invoked with `User Command 1.`
   Separate multiple commands with a semicolon.
3. Click on **Assign** to assign the Natural command(s) to the user command.
   The command assigned is shown next to the user command entry in the "User Command" dialog box.
4. Click on the **Close** button.
   The user command assignment is added to the command list from where it can be added to an existing toolbar.

Adding a User Command to an Existing Toolbar

▶ To add a user-defined command to a toolbar

- Click to the "Commands" tab of the "Customize..." dialog.
- From the "Categories" box, select "User Commands".
  The list of user commands is displayed.
- From the "Commands" list, select the user command and drag it to the toolbar at the top of the screen.
- Choose **Close**.

You can move the corresponding icon to another position in the toolbar, as long as the "Customize..." dialog is open.